Iowa Statewide Interoperable Communications System Board

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Craig Allen, SWIC
Helen Troyanovich, Deputy SWIC

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HSEMD

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Communications Center

Kerry Devine
Municipal Police Department

VACANT
Communications Center

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Fire Department (Volunteer)

Ted Kamatchus
Sheriff's Office

Michael Kasper
Sheriff's Office

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Fire Department

Tom Lampe
Iowa DPS

Jason Leonard
Municipal Police Department

Jeffery Swearngin
Iowa DNR

Patrick Updike
Iowa DOC

Bob von Wolffradt
Office of the CIO

Robert A. Younie
Iowa DOT

Legislative Members
Senator Chris Brase
Senator Randy Feenstra
Representative Bob Kressig
Representative Steven Holt

Meeting Minutes
Iowa State Interoperable Communications System Board
January 14, 2016
West Des Moines City Hall
4200 Mills Civic Parkway
West Des Moines, Iowa

Meeting called to order by Chair Lampe at 10:40 am

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Voting Members in Attendance: John Benson, Tom Boeckmann, Jeff Swearngin, Tom Lampe, Andy Buffington, Ellen Hagen, Michael Kasper, Carol Lund-Smith

Voting Members via conference line: Patrick Updike, Bob Younie, Debbie O'Leary proxy for Bob vonWolffradt, Jason Leonard, Linda Frederiksen, Kelly Groskurth

Non-Voting: SWIC Craig Allen, Deputy SWIC Helen Troyanovich, Shawn Wagner

Absent: Deb Krebill, Bob von Wolffradt, Ted Kamatchus, Kerry Devine

Guests: Rob Koppert, Cass Co 911; Duane Vos, RACOM; Blake DeRouchey, HSEMD; Jontell Harris, ICN; Shweta Agrahari, ICN; Curtis Walser, Cedar Rapids FD; Sandy Morris, DMPD; Larry Smith, Washington/Keokuk Co EMA; Jim Lundsted, DHS OEC; Ric Lumbard, ICN; Jessica Jensen, ICN; Stephen Rodriquez, ICN; Melvin Mercado, Motorola; Tom Marcinik, Motorola; Tim Ahrens, Motorola; Kevin Condon, IA Communication Alliance; Josh Halterman, IA DOT; Doug McCasland, Warren Co 911

Approval of Agenda: Motion to approve the agenda was made by Ellen Hagen. Seconded by Tom Boeckmann. All in favor. Motion passed.

Approval of Minutes: Motion was made to approve the minutes by Andy Buffington. Seconded by Ellen Hagen. All in favor. Motion passed.

SWIC Report – SWIC Allen reported on the following items:

- SWIC Allen introduced Deputy SWIC (DSWIC) Troyanovich, she reported January 5, 2016 RIC training workshop was well attended with 10 of 12 RIC chairs and vice-chairs with representatives from all 6 regions present. SWIC Allen led this meeting with Board members Bob Younie, and Andy Buffington, and Department of Homeland Security (DHS) Office of Emergency Communications (OEC) Jim Lundsted providing insights and history. RIC attendees received training on Board committee expectations, managing conference call meetings along with how ISICSB expects meeting organization and documentation. RIC top three priorities were reviewed including identifying county Next Generation Communications And Survey Mapping (NGCASM) points of contact, WI- school's initiative, and most importantly FirstNet data collection, rollout strategy and statewide P25 700 MHz phase 2 land mobile radio (LMR) rollout per region. Document templates were distributed and explained for the RIC leadership to use in conducting their monthly meetings. One of the primary goals of DSWIC is to assist these new Region leaders organize in setting monthly meeting schedules by February 1 deadline. DSWIC reported 5 out of 6 RICs are already on the ISICSB master calendar. Work will continue with the chairs and vice-chairs and with User Group Committee (UGC) Chair Buffington to insure region leaders are successful by providing resources and support they need to stand up these new committees.

- SWIC Allen stated that they have put together a master calendar for the Board members that will be posted to the website and will have recurring Board, Committee and RIC information. The calendar is beginning to get full. He stated that we want to stay away from Fridays if possible. Meetings held on Friday's leave no time for prompt follow up and group energy tends to perish over weekends. Although than there is a Board committee chair call that happens on the Friday following the Board meeting? We are waiting for RIC Region 4 which is the only region left to schedule meeting time.

- SWIC Allen stated the Statewide Communications Interoperable Plan (SCIP) can now be finalized. Chair Buffington is working to identify measurable goals for UGC. SWIC Allen and DSWIC Troyanovich have been coordinating with UGC Chair Buffington to get their goals and 5 year plan laid out. What we will see after the SCIP is ready is that each committee will be getting a template from SWIC Allen that will have their 3 primary goals listed and at each meeting that will be the things that will each committee reports on. Iowa's SCIP will become the primary driving force for committee actions and reports. There will be a couple more months of refining Iowa's SCIP, finishing up by the March or April meeting and then it can be sent to DHS/OEC Regional Representative Jim Lundsted and we will have met our obligation for a couple of years. Chair Lampe wanted to confirm Iowa's SCIP would be ready by April 2016 meeting, SWIC Allen stated that it would be.

- SWIC reported there was a State and Local Implementation Grant Program (SLIGP) on-site visit for state and local implementation grant which is our FirstNet funding source. There were a number of Board members in attendance for that meeting. It went extremely well, Iowa was very well positioned when it comes time for an audit. We are exceeding expectations in most areas. He believes that if we continue to do what we have done to this point, we will slide through future audit processes smoothly.

- Telecommunications Industry Association (TIA) /TR8, Project 25 Standards (P25) travel – Allen reminded Board members in November 2015 ISICSB petitioned to become a voting member of standards making in TIA/TR-8 Project 25 Standards mating body. TIA/TR8/P25 will be a meeting in January 2016 in San Diego, CA. SWIC Allen will be attending this week long meeting. Allen reminded the Board of requirements to actually vote, before ISICSB can vote; TIA/TR8 employs vetting rules. New members must be in attendance at two consecutive meetings, and then they can petition to be accepted on TR8 committees as a voting member. ISICSB paid our 2016 dues which started January 1 so now we will participate in the first 2 meetings (San Diego, CA in January and Kansas City, KS in June). Allen will work with TIA to identify a way to share standards being developed information with our Technology committee members. Technology committee will provide general direction to SWIC Allen on each item to be voted upon as each voting member must actually vote either "Yes", "No" or "Abstain for the Record" however we must vote on each and every vote called, or lose voting rights. So we will be looking for those areas of interest to Iowa public safety, particularly with our P25 700MHz phase 2 Platform as we move forward with integrating existing Phase 1 800 MHz and VHF systems to interoperate with our statewide interoperability platform. So, ISICSB's value added proposition to TIA TR8 will be in what we can bring to the table as a user of a P25 Phase 2 platform and integration of Phase 1 800 MHz systems across the state.

- SWIC Allen continued to help the Board drive change by working on Board policy statements and worked with each of our various committees. SWIC and DSWIC will begin to divide up Board support duties. Initially they will both work a great deal with the RIC committees and getting them comfortably operational. Down the road Deputy SWIC Troyanovich will working mostly with the RICs and Chair Buffington. She will be making sure the broadband part of Iowa's obligations will be getting pushed out as soon as possible. When there are needs with LMR we will rely on her professional electrical engineering expertise.

- Now that the radio system has become a reality, we have attended an on-site visit to Motorola. It passed factory acceptance testing and is on a truck somewhere between Iowa and the Illinois factory.

E911 Council Report – Chair Ray was not here today. Blake DeRouchey reported that the total on the grants approved at todays E911 Council meeting was $518,000.

E911 Program Manager – Blake DeRouchey reported they completed the communications cost study as well as the annual legislative report submitted the day before. He also distributed the annual Federal Communications Commission (FCC) report which focuses on the diversion of state 911 funds; however this year the report greatly expanded to include much data and statistics nationwide. A fairly in-depth email regarding text to 911, that seems

to have been in the works for a long time, was also sent out. A lot of what was implemented last year as an interim solution was a web browser based product. What we are going to be implementing in March 2016 in all the PSAPs in an integrated solution for text to 911built into the call taker screen so they appear just like a phone call is coming in. The network will be able to deliver those text messages. These upgrades will be done Public Safety Answering Point (PSAP) by PSAP across Iowa. No additional funding is necessary for this change but PSAPs may have to do a software upgrade. That is kind of built in to their maintenance agreements. If there are costs that are required at the PSAP level that is something that is eligible for the carryover grant funding.

User Group Committee – Chair Andy Buffington stated there was good representation at the RIC workshop meeting last week. Still waiting for a meeting date to be set for RIC regions 4. Everything regarding RIC establishment seems to be rolling along very well. We are going to try to be gathering representation from all 99 counties in those regions. The monthly UGC call will be on the 3rd Thursday of each month at 10:00 AM. Some of the things that we are waiting on include the final Memorandum of Understanding (MOU) when it has been drafted for those agencies that wish to utilize the Statewide 700 MHz LMR platform know as ISICS. So as we roll out this new platform UGC will be able to add membership of those agencies that intend to be primary operational users with ISICS. Chair Buffington is working on a letter to stakeholders that have been identified and are seeking voting positions on UGC. The three local agency voting positions from each of the 6 regions (18) were documented in our policy statement establishing UGC. With establishment of our RIC's and their Chairs we have now identified 6 of those 18 voting positions. Chair Buffington reminded the Board that in addition there will be one additional vote (above the 18 being discussed) per each state or federal agency using the system for operational purposes. So UGC has an unknown total number of voting members. Chair Buffington continues working on the SCIP goals, he believes that much is already in place due to the efforts of SWIC Allen and Deputy SWIC Troyanovich, his UGC team will make sure that all things that need done will be done to get the SCIP finalized.

Chair Lampe stated that DPS is drafting an MOU for user to ISICS and he will make sure Chair Buffington is involved in the review process. Chair Buffington stated that the RICs will be making contacts and that they want a point of contact and secondary point of contact for every public safety agency in the state of Iowa. With that contact established, ISICSB will be able to reach out to all through RICs.

Finance Report – Chair Groskurth reported the financials were approved by the Finance committee. The SLIGP grant overall has spent $706,025.28, with $1,354,297.72 remaining balance. Our state appropriations have total revenue over two fiscal years of $359,350 with spent $122,079.66 and remaining balance of $237,226.76. This year we have spent $29,322 of the $122,079. There are no travel requests. Regarding the expenditure request for RICs for 9 laptops, the Finance committee recommends the Board approve up to 9 laptops for the RICs and support staff.

Chair Groskurth made a motion that the Board purchase computer equipment using SLIGP grant funds for the RIC chairs and support staff not to exceed 9 computers. Ellen Hagen seconded the motion.

Vice-chair Leonard asked which committee would be responsible for accountability of the computer equipment. Chair Lampe stated it would be Operations committee and also DPS. No further discussion. All in favor. Motion passes.

Governance Committee –   Chair Younie who joined via telephone, as he was out of state, advised that Member Mike Kasper will give the Governance committee report. Kasper reported their meeting was held January 4th. The items dealt with were to be covered under Old Business on this meeting agenda with also an item for New Business so he will discuss these two items when we get to those areas of this meeting.

Operations Committee –   Chair Kamatchus was not in attendance as the change in meeting dates from Wednesday to Thursday had created a conflict for him so there was no Operations report. SWIC Allen reported that Chair Kamatchus had scheduled to hold his on-site meeting this month and had scheduled it some time ago for yesterday(the old Board meeting date). Unfortunately when this Board meeting got moved from Wednesday to Thursday and it disrupted several schedules. It may take a little while for everyone to get their schedules aligned with the change in Board meeting schedule from meeting the second Wednesday to the Second Thursday of each month.

Outreach Committee –   Chair Benson reported the Outreach (OR) discussed three issues relate to their portion of our SCIP. The first is developing an outreach plan with regard to the LMR platform. OR Committee is in the process of developing that outreach plan. Chair Benson and SWIC Allen are working on putting together the tech specifications and then as a group the committee will be developing an outreach plan. The next item OR addressed was with regard to channel programming, and what has to happen to make sure every agency will be programming the interop channels into radios. OR will develop that plan and get that out so we can encourage local agencies, if they have available space, to program those particular channels into their radios. Final item is working on developing an annual conference for Fall of 2016. Sandy Morris is reaching out to APCO, NENA, State Fire Service, and Hazard Material. There is a period of time around the October timeframe where all those groups are having conference roughly within 2 weeks of each other. Exploring the possibility of creating partnerships, those groups tend to talk collectively about Iowa interoperability communications. OR will see if there is an opportunity to develop some partnerships to mutually strengthen interoperability discussion of those respective groups. Sandy Morris has started to reach out to those folks. Chair Benson can take care of the Homeland Security side of it. Bottom line is we could do something by ourselves but the committee thought that it would be more advantageous if we were able to bring the ISICSB into the existing organizational relationships. Chair Lampe asked regarding the outreach on the LMR if they will be doing that based on the RICs regions and run it through the RICs region at a time. Chair Benson responded that is one of the things they did consider as they are looking to foster those relationships but he would not encourage the use of RICs exclusively. OR is looking towards developing outreach materials that could be used whether through RICs or at events, they are looking for best practices and also finding communications tools to address the specific concerns of various professional organizations. He reminded Board there is a broader audience that just public safety and memberships we do not see on the Interop Board. So while there are various organizations with representatives on the Board, and we know we can count on them to be sharing Board information with their respective organizations. Chair Lampe asked when to expect a plan

officially starting. Chair Benson stated they were thinking the first half of this year, possibly April.

Outreach Specialist (ORS) Shawn Wagner reported on the RIC workshop and training for the chairs. Getting ready to start the outreach training and we have spoken with Training and Exercise Chair Tom Boeckmann about the training, more importantly how we could handle some of the training and outreach together. We do not want people to just be hearing the outreach messages; we want them to start seeing what tools are available so we have been working closely with their committee on how we can do this better. Shweta Agrahari (ICN), Jontell Harris (ICN) and ORS Wagner met to formulate a strategy for their two points of contact per agency for NGCASM. Emails will be going out to offer NGCASM training, 1 on basic CASM and another on NGCASM. They are working with the Training and Exercise committee to make sure we are in alignment with their goals. We have also developed a scorecard report to start tracking user's results as we did with FirstNet outreach. When we have completed identifying contacts within each agency in each county, our website will provide a listing on the map. This map scorecard will either be color A-Complete of color B-Incomplete. So there will start to be more reported from us again on the status of this outreach. ORS Wagner also reported he had a quick meeting about the website with the Office of Chief Information Officer (OCIO) and will be making a couple of updates while in tandem we are running through the new state program so we signed the statement of work and that website will also be worked on.This new website will contain our new committee and board module that we're building with the state as well as a standard format for updating meeting minutes, agendas and such. It will include the filters and a robust search tool.

SWIC Allen stated that we brought the RIC chairs and vice-chairs in for a day to train them on how to run a meeting as they will be having their meeting on the phone for the most part. The importance of the information that we are seeking from them and the flow of information to and from the regional interoperable committees. We seek two way communications, the expectation is that there will be things that come out from FirstNet, things with regard to the LMR that will need to share quickly and ask that they get that information out to their appropriate contacts. We will have to use multiple elements however we would like to see our website as a primary information driver. While there may be other stakeholders, we would like to enhance communications though or first responder community of police, fire, EMS, those disciplines that rely on communications on a day to day basis for their mission critical operational needs. Because it is an Interoperability Board function, we want to make sure that the brand of the Board is involved in it so the forms that they use will be standardized and part of their driving force for the computerization so they can take minutes and get information back to us so it can be posted on website and keep our information current and meaningful.

Training and Exercise Committee – Chair Boeckmann reported the COML training which will occur in Cedar Rapids on March 1-3, is limited to 30 participants. There are 16 signed up already. He wants to make sure the Board is aware that it has been set up to only accept 27 registrations on the internet link and then anyone after that is on a standby list. This was done so that we can fill the last 3 slots with people that are hand selected to add more diversity to the group. For example, if we have no communications centers managers in the class, we can hand select a communications manager from our standby list. He wanted to make that clear with the Board. There is also a Communications Leader (COML) class in Lincoln, NE on February 2-4. Chair Boeckmann has notified people in the western part of the state who have expressed an interest in taking COML because that may be more

geographically advantageous to them. We don't care where they take the training as long as they do so we can get them credentialed and get them into the system. We are finding that one of the biggest holdups for people registering for the classes is a requirement for the Incident Command System (ICS)-300 classes. To resolve that gap Chair Boeckmann is going to Maryland for a week in February to become certified to teach the ICS-300 so in the future when we have a COML class scheduled about a month prior we will also offer an ICS-300 class so people meet the requirements to get into the COML. SWIC Allen commented the reason people have trouble with ICS-300 is you have to actually be physically in attendance at a classroom for the ICS-300 class, whereas most of the other courses can be completed online.

The committee will be discussing upcoming CASM training next week to figure out what our involvement can be to roll out another round of CASM training. We did that a couple of years ago with varied success depending on the part of the state. CASM is a very powerful tool, very advantageous to us; we just need to get people to populate their information and then use it. Will be working with ORS Shawn Wagner and his team to kick that off very soon. Have already had conference calls with those at the Office of Emergency Communications Headquarters to start addressing some of our needs and putting together an Iowa centric training plan for that.

The National Guard (NG) spring training exercise will be held on April 1, 2016. Plans are to do that NG exercise a little differently than they have in the past. Our hope is that those folks who have taken the COML class who need their task books signed off will actually drive the way this exercise goes. COML will start out the exercise by developing a ICS Form 205 which is the communications plan for an incident and their needs to complete their Form 205 will then drive this exercise. So it will be very realistic in that the COML will arrive on scene, put together their Form 205 plan and the rest of the day is based on the plan that they establish. Still working out a lot of the details. He encourages the Board members to be in attendance even if they don't participate; there is a wealth of information to be gained just by being present. This April 2016 exercise will again be held at Camp Dodge. Working on an on-line calendar as a single repository for all Iowa communications related training. Next week he will be forming a sub-committee and Chair Boeckmann's hope is to have representation from ILEA, DPS, NENA and APCO to put together a plan on how we can centralize all communications related training in this state on one calendar (ISICSB website) so folks do not have to look all over to find out what training opportunities are available at any one time. Hopefully in early spring we will be able to put something together and start the kick off through Chair John Benson's Outreach committee to get training information out.

Chair Boeckmann, Chair Lampe, Vice Chair Leonard and SWIC Allen presented COML credentialing certificate to Larry Smith, who is the Emergency Manager in Keokuk and Washington counties.

SWIC Allen asked Chair Boeckmann what is the thinking about enhancing the "train the trainer" for having our own "train the trainer" for COML and COMT so we are driving that a little further into the future. Chair Boeckmann stated he and the other trainer Captain Wally Walser (Cedar Rapids Fire) have discussed having a Train the trainer class. If there is extra opportunity from our technical assistance grant, that either we are not able to fulfill one of our other requests or if another state or states have extra opportunities to do a train the trainer, he thinks we would be very interested in hosting both COML and COMT train the trainer in Iowa. We may be at the point where each state has a few people interested, nobody has enough interest to do a full class and he thinks we are perfectly situated to host that. SWIC

Allen stated with that in mind if DHS is unable to help us, one of the things we might want to do if find some board funds to facilitate hosting the COML/COMT train the trainer class. He suggested that maybe the committee take a look at that over the next month or so and get back with Board in April and let them know what that looks like. He thinks it would be a big asset for what we have going on in our transitional period. SWIC Allen also asked about the CASM piece. In the COML and COMT training, have we incorporated that resource or are we in the process of incorporating CASM? Chair Boeckmann stated yes. He stated CASM will include in the March training class. They will also make sure that CASM use gets introduced into the NG exercise in April. The COMLs are going to drive that exercise but they can instill that in those COMLs trainees in the March session. Everyone that has taken COMT or COML has been exposed to CASM. Chair Boeckmann recalled John Benson had facilitated outreach efforts with CASM three years ago and its now time to take CASM to the next level. So maybe the exercise will be a good opportunity and we can look at that in the after action report to figure out exactly what needs done.

Technical Committee – Vice-chair Patrick Updike reported that at the last technology committee conference call on December 17 there was not much participation due to the holidays. The first order of business was the replacement of the camera tripod for the still photo camera. ORS Shawn Wagner had reported the tripod took too long to set up and he had sent some promotional information on some equipment he would prefer to have as replacement. The Technology committee concurred with Wagner returning the initially purchased tripod to get one more user friendly and use any refunded money to buy spare batteries or memory cards for ISICSB camera equipment.

Updike then discussed the Interoperability policy giving Technology Committee responsibility for interference issues and finding solutions. Committee held some discussion on how to proceed with this direction and from there discussions migrated to details about some of the field testing that committee member and Region 4 RIC Chair Rob Koppert had conducted with his local technicians in a Cass county site. Koppert determined that digital squelch tone 274 initially suggested as a solution to the Nebraska digital interference across Iowa would not work on his particular equipment unless he "forced it into the radio" through the programming. After discussing that issue it was determined the DCS tone 274 isn't a standard DCS tone. The committee suggestion was to pick some of the other DCS tones to test and even try to do some long range testing possibly between Cass county and Westcom in Dallas County. Some of those tests were going to be conducted on various other digital coded squelch tones to see if there was going to be any other discovered problem(s). Before any wording and best practices could be developed, further testing must be conducted and validate that we have a solution before writing a procedure for putting any DCS tones on point to point. So this is a Technology Committee pilot project so that in the future when there is other interoperability or channels of that nature that require some sort of coding for keeping interference out we would have aligned best practices and procedures. Will probably follow up on that with the next conference call which will be January 28th.

Updike also reported that unfortunately Drew Powers recently retired from his department and the Technology committee, so they are currently looking for someone to replace him. Rob Koppert had suggested Mark from Buena Vista County but he has not heard back from him yet. Steven Ray suggested Brian Hammond from Montgomery county Emergency Management. Chair Updike did talk to Brian Hammond, he wanted two weeks to think about it and get back with Updike.

Broadband Subcommittee – Chair Lumbard reported on updates with the FirstNet process. FirstNet met with us a few weeks ago and they presented to us their 2016 consultation plans. Remembering in November 2014 we had Initial consultation in Des Moines at Embassy Suites, and 2015 was marked with a lot of data assimilation and acquisition work and submission for the RFP process, these efforts culminated so FirstNet has now released what their 2016 plan is and how they are going to approach all the states. It is very simple; there are three types of meetings they will be holding instead of large amounts of stakeholders. They are going into a targeted approach, so FirstNet has assembled teams of people. There is a team specifically dealing with the senior executive branch, the Governor. The second one is the team that provides operational support for that process. The third team is a group of stakeholders of potentially what FirstNet would look like. The first group, Iowa continues to be one of the leaders. FirstNet has requested to use Iowa as kind of a frontrunner in some of those meetings to determine how it goes, and one of those meetings occurred recently in that TJ Kennedy, the president of FirstNet, and the former Governor of Vermont, Jim Douglas, travelled to Iowa, met with Governor Branstad. These discussions focused on FirstNet and collaborated with some of the leaders of the state at that point and so that is the first meeting in the 2016 consultation. The second one is FirstNet will send a team out and begin to methodically begin to discuss what the Iowa state plan from FirstNet would look like. The third one would be a group of stakeholders which would be key senior leaders of stakeholder groups in the state of Iowa that would begin to look at the state plan that FirstNet is creating for Iowa. This is what we can expect as far as preparation for the state.

The broadband committee did successfully create, approve, and submit a letter to FirstNet raising concerns and awareness that Iowa wanted to insure that FirstNet was taking all avenues appropriate to keep visibility on rural telecommunications sector in Iowa because of Iowa's rich depth in the telecommunications sector, there was a disparity in having so many smaller telco operations but yet the RFP is going to address these large super respondents. We want to make certain the Iowa telecommunications industry has correct visibility. So the committee drafted and sent a letter directly to TJ Kennedy saying to please insure that when the RFP comes out that the vendors have the ability to search deep into the state and find resources that are available. In keeping with that direction, the ICN crafted a process called ITQ, a purchasing procurement vehicle that allows vendors to be qualified to be considered in a process. Since ICN has its own procurement vehicle, we were able to stand up the ITQ process which would allow the private sector carriers to say these are the things we can offer to FirstNet and ICN's role is to submit that data up to FirstNet to be part of name teaming list which our carriers can pre-submit their information up so that the super respondents will be able to look at Iowa and see the vendor pools and go to these carriers and providers. Felt this was a good step for the state of Iowa to insure the telecommunications infrastructure in the state of Iowa as a whole was represented well. That ITQ process is underway right now with only a few days left before all the organizations responded. All that data will be uploaded to FirstNet to be part of their teaming list and the timing is now because the FirstNet RFP has now been released. So the FirstNet RFP is now "on the street" and interested parties are looking at it to see what it means to them, and all the carriers who are being part of that process will respond accordingly and hopefully those carriers who respond when they come to design a solution for Iowa will be able to look into our telco carrier list and see the rich list of telecommunication providers in the state of Iowa. In viewing this process, we have chosen to define ICN's specific role in the FirstNet deployment and we do not have any intention competing and responding in the middle mile space on the FirstNet network. There are a lot of reasons, we know where the telecommunication industry has their footprint and we understand where the state has their assets also. Thinks the FirstNet deployment in

order to provide coverage across the state of Iowa will be better accomplished by utilizing the telecommunication infrastructure that is out in the private sector in vertical assets.

In this ITQ we said the ICN will be remaining in communication with FirstNet in regard to core location because we terminate IGN 911 circuits, in many locations including Joint Forces Headquarters (JFHQ) and operate those types infrastructure. However, from the FirstNet core out to the middle mile the ICN will not be pursuing anything further beyond those points to deliver out to the RAN or anything like this. The ICN does not own cellular infrastructure so they will also not be participating in the radio network itself and they also do not manufacture cellular devices, so they will not be operating in that space either. But in the areas of continuing to work with the Board to provide operational support to DPS. The ICN is continuing to strengthen its ability to provide operational support to ISICSB, DPS and Homeland Security. ICN just named a new Chief Operating Officer, Phil Groner. COO Goner's responsibilities are specifically over all of our public safety cyber operations including all public safety processes for FirstNet.

Chair Lampe requested Chair Lumbard explained the importance of the RICs from an ICN perspective. Lumbard explained standing up of our RICs provides additional service which he calls leadership service across the state. FirstNet is one of the data processes they are undergoing right now. For example, there is a vendor who is going to do this, where are they going to go, how are they going to do it, how fast and things like that. So having the RICs in place across Iowa can help provide deployment prioritization by Regional needs. The FirstNet broadband committee has invited the RIC chairs and Vice-chairs to become members of ISICSB FirstNet broadband committee so this is exciting as that single change has a potential of adding 12 people to this sub-committee. There were 10 members in attendance at last meeting. To make certain that those RICs are aware of FirstNet deployment responsibilities and work with the broadband committee to decide if FirstNet rolls out in a graduated deployment, how would the prioritization be in each of those deployments where there is not current LMR coverage, how would they roll out in those areas specifically. FirstNet has not bucked our plan that Iowa will have 100% coverage; however they have said this will be a crawl, walk, run deployment. We would like to say that this crawl, walk, run will be the RIC that is ready with a full deployment plan. The committee is working with all the dynamics with metrics and all that data to assemble a RIC by RIC deployment approach across that state.

FirstNet has contacted Chair Lampe wanting to know when the Board meeting was so he expects them to attend one of the next 2 Board meetings.

Other Reports – Chair Lampe announced that Motorola is here at Board meeting today in order to introduce the Project Manager Melvin Mercado. Mr. Mercado introduced himself and his lead engineer Tom Marcinik and the area Sales Manager Tim Ahren who are at the Board meeting as well. He mentioned that a project of this size and scope is complex and today he will be spending time with his state counterpart, ICN Project Manager Stephen Rodriguez, to discuss some of these things because we want to make sure we have a clear communication plan on how to disseminate information, where to get information, etc. In terms of deploying the system the aspect of communicating, everything that needs done must be prioritized. As we go forward we will see him and different team members handing out the roles and responsibilities. Some will be interfacing more with the committees, some with the training, some with the user groups and some with outreach.

Chair Lampe requested Project Manager Mercado to regularly attend Board meetings to give updates.

John Benson stated that next Thursday at 1:00 PM they will give a briefing to the House Public Safety Committee, he and Blake DeRouchey were charged with the cost study on PSAP cost analysis and that has been submitted to the legislature. If anyone is interested, it is a public meeting in Room 19 at the Capitol.

Jim Lundsted reported that one of the things that passed last December for the Federal budget was called the Cyber Security Information Sharing Act. One of the components in that act and it's a very significant piece of legislation that has to do with information sharing between the private sector and the government for the purpose of sharing situational awareness and response coordination. One of the injects in that act also allows the SWIC May report, incidents related to cyber security that affect public safety to the Department of Homeland Security. The tasking on that has been assigned to the National Cyber Security Communications and Information Center. The NCCIC and OEC have come up with operational processes. They anticipate it will take the full 90 days that they have to put that together. And there will be a committee through the SWIC and SWIC's office to be part of real time information sharing of incidents among fusion centers and the NCCIC so they can do a better job of sharing what they know about cyber threats. He attended a meeting where they discussed 2015 National Emergency Communications Plan and some of the measures that will come out of that, they are working right now at the National Council of Statewide Interoperability Coordinators to come up with a valid, legitimate and measurable outcome for that. Trying to keep that as wide a data call as they can. Will probably not have specifics on that till about the time the SCIP plan is done. On January 28th the FCC will be taking up action on a notice to propose rulemaking that has to do with wireless emergency alerts and the Federal Emergency Alert System. There was an NPRM out in November that talked about making wireless emergency alerts larger. They are discussing expanding the amount of information that is shared including phone numbers and other details. The commission is expected to take that up January 28th. He stated the Missouri had a significant series of flash flooding a number of lives lost in December 2015. During the height of that storm one of the critical Telco central offices in St Louis flooded. Critical circuits, not only cell sites but also land mobile sites and other things were impacted. It was a pre-planned event in the sense that the local Telco knew this could happen, they had pumps, sand bags and various assets in place. It was a short duration event but that is what made the news. In the middle of that operation there were a number of swift water rescue teams deployed that organization just recently moved to a new series trunked land mobile radio systems including St Louis city and county. As part of the development of those systems a swift water rescue plan was created that included communications planning that is so critical to the execution of that mission. They will pull that plan out and use that as part of the response operation.

SWIC Allen requested an after action report from the St. Louis flood if there is one. Lundsted did not know if they would be allowed to share that plan.

Ric Lumbard stated The Governor just released his executive order on the cyber security strategy for the state of Iowa and the working group that is already established under the Governor in the state bridges the fusion center with Homeland Security already in that process so if SWIC Allen needs to be in on that process there should be good flow right through the fusion center.

Old Business – Mike Kasper reported that at the Governance meeting **on** January 4, 2016 there were 2 pieces of old business to take up. One is the ISICS logo. It seems the lower right (option 3) with the larger print is the one everyone has liked so far.

Mike Kasper made a motion to adopt the option 3 logo as the new ISICS logo. John Benson seconded the motion.
Ellen Hagen questioned why the IS is smaller font the ICS.   Kasper stated that was brought up and sort of distinguished from the whole word because as people were reading the entire font as the same size, if you read through if quickly it would appear to be ISIS.
All in favor. Motion passes.

Policy statement 2015-06 (draft 02) dealing with the funding and local procurement of public safety grade land mobile radio equipment used on the statewide interoperable network. This has been posted to the website and no comments have been received.

Mike Kasper made a motion that policy statement 2015-06 (draft 02) be removed from draft and listed as policy. Tom Boeckmann seconded the motion.
SWIC Allen wanted to clarify that this should be changed to 2016-01.
All in favor. Motion passes.

New Business –   Mike Kasper reported that House File 55 was passed in the last Legislative session that increased the Board membership to 19. As the Governance committee reviewed the administrative rules, we found that it still states 15 so that needs to be amended and changed. And we would ask that everyone take these rules and review them as they relate to your particular committees and report anything that might need to be changed or suggested changes and get those to Chair Younie and we can incorporate those and work with the representative from DPS who goes through the rules change process as it is a timely and complicated process so we don't want to piece meal it one by one. No action is needed at this meeting, just wanted everyone to be aware so they can review them at their next committee meeting. Any comments can be sent to Chair Younie before the February 2016 committee meeting.

Public Comments –   Shawn Wagner stated the ICS Class 300 is coming up in February which is good timing right before the March COM-L class.

Tim Malott (Cedar County, Emergency Manager) stated that they are in the process with their P25 VHF Digital system and they had a southern county request to get on Cedar's P25 Digital system and we are waiting for this Board to finish putting the identification system (standardized P25 User ID) so when they come up on Cedar System it provides alias information so other users know exactly who is communicating. That is the reason why the State Patrol can also not get on Cedar's P25 system at this time, it is because DPS doesn't have their user ID system set up so they can program in to our system. We have P25 VHF system that when you come in, you must become a subscriber of the system and that way when it comes in to the dispatcher on any radio it identifies you. He knows Board has been working on this for a while but Cedar feels they are at a point now that if it does not come shortly, it is going to cause a major mess in this state as all these P25 networks are tying together. So if the issue of user ID could be moved to the forefront it would help Cedar with interoperability. What they did in the Cedar and Johnson and Linn area is they went out and found a template for user ID and they have voted on to some of the members and they used

Dane county Wisconsin's identifier. They used the sheriff's template. They have only done it in law enforcement at this time and they have used the vehicle identifier as the user ID. So they can identify when someone keys up on the radio, it tells exactly who it is and it ties the administrator which is one of their vendors. He is asking us to move forward because some counties are approaching them saying just give us numbers and we will make them up. That is going to cause a major mess in this state. Without that policy from the Technical committee this will be stirring the pot for a big problem. Right now that is what is tying interop from not happening because we had interop until they went to a full P25 system. They love that State Patrol came up with the multi band radios and they left analog and digital in their systems because they saw this as an issue. They can talk to them on analog but State Patrol came to him and said "your people are all running on digital and we cannot hear them, our radios are broke." They don't know why they cannot hear them. It is because the digital system has not been put in their system. He asks the Board to do a movement on this, put suspense on this but get something done so the state can move on with its interop.

Chair Lampe apologized to Mr. Malott for the delay. Chair Lampe explains this issue was in the Operations committee over one year ago, he is going to move it to the Operations and Technology committees. He asked Vice-chair Updike to make that a priority to get it resurrected and moving forward so there is some closure on it. Updike would like to receive an email or a phone number to talk to him directly regarding this as he was having a hard time hearing what was being said. Captain Curtis Walser, Cedar Rapids Fire stated that this has come up in the Technology committee previously as coming from a P25 system. He wanted to clarify that when they say system are they running a P25 trunk or conventional system. They are running a P25 conventional, Atlas 4000.

Captain Walser, stated that part of the problem (user ID in systems) seem to be disparity among manufacturers as to the number of digits that get passed even though it's called a standard, manufacturers apply it differently. It is different in conventional vs trunking but even though we are talking the possibility of two separate numbers it sounds like we almost need one number that can function in both realms that would show up and this may be something for the involvement in the standards piece of it because there is clearly a difference amongst many factures . While that make it very difficult to fleet map or plan and obviously fleet mapping is going to be a huge piece for the state system and integration of those multiple fleet maps is something that needs coordinated. And encryption is another thing that needs to be coordinated. To say this is a monster size of a deal is an understatement and it definitely has to be addressed. Walser does not have an answer right now until the manufacturers come up with something very specific. One of the stumbling blocks they had been between 7 and 9 but they worked through that and they have the 800 system talking with the VHF through the multiband. They got past that but the one part they have not got past (which Motorola is working on for them) is one of the radios Motorola produces, the panic button does not work correctly across systems. That is the only thing they have found. Captain Walser states that it is encouraging there has been some forward movement. But he would not publicly say the problem has been solved yet.

Chair Lampe states that there is a wealth of resources through TIA/TR8/P25 membership. The P25 Committee SWIC Allen is on; there are many experts in this area. SWIC Allen stated that there is a standard that deals with this already. SWIC Allen also states that Tim Malott brings up a point that really showcases the dilemma between how each of the Iowa separate and distinct systems has been set up, they weren't aligned when they were set up. We are going to have this is 7 different counties, 7 different operations and we are going to have to figure out how to put that together in a fleet map that will work in a new statewide

based platform. This will not be insignificant. The Board may find themselves having to solicit funds to help bring all of the together so there may be a re-alignment. Will need to come up with a master plan. Have tried to do that before but there has been push back. But now that we have contract signed for the statewide system platform, we can now begin to dig in to these and we will just follow the P25 standards and it should work fine. It is a matter of getting to that standardization piece. Right now we need a roadmap going forward so that nobody does any programming that is off that template. That is part of the DDR from SWIC Allen's perspective. He has not read the standard yet but he understands the P25 standard drills down into this and provides a best practice. If there is already a best practice model that is working in parts of the state and we don't have to go back and make a change, that's fine, if we do have to make changes, then we will have to figure out how to make that work.

Mr. Malott stated the state of Wisconsin had two systems. And he will not allow his departments to have a person in their department to become a programmer. He has already had that request. They identify vendors and they have multiple vendors working together and it is working very well and they like it because they are all on the same base line and everybody's programming and its working and do not interfere with each other. They did have some learning curve but once they got through it, it worked very well. They don't want the Saturday night programmer throwing stuff into this system and messing it up. SWIC Allen stated that we won't allow that.

Motion to Adjourn: Motion made by Ellen Hagen, seconded by Andy Buffington.   Meeting adjourned at 12:15 PM